

# Overview

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# Preface

The *Electronic Data Exchange (EDE) Technical Reference* is designed to meet the reference needs of programmers and data processing staff.

The Department of Education (ED) provides two types of software to EDE participants: EDEExpress for Windows and EDconnect.

EDEExpress for Windows software is used for processing student financial aid. By using EDEExpress, financial aid administrators (FAAs) can import Institutional Student Information Record (ISIR) data, track documents, create student aid packages, originate loans, and track disbursements for Pell and Direct Loans.

FAFSA and ISIR correction entry functionality through EDEExpress is accomplished using an interface with the FAA Access to CPS Online Web software, utilizing embedded browser technology within EDEExpress. You no longer export or transmit FAFSA or ISIR correction data to the CPS using the EDEExpress software. You now submit the data through the Web interface and processed results are returned to your Student Aid Internet Gateway (SAIG) mailbox.

The Destination Point Administrator (DPA) of the TG number currently used to send and receive FAFSA and ISIR correction data has access to the FAA Access to CPS Online Web site by default. To take advantage of the enhanced application processing capabilities in 2005-2006 EDEExpress, FAA staff members who are normally responsible for FAFSA and ISIR correction data entry must be enrolled for FAA Access to CPS Online Web services. The DPA must enroll these personnel prior to January 2005.

To enroll for access to the FAA Access to CPS Online Web site, go to the SAIG Enrollment Web site at [FSAWebenroll.ed.gov](http://FSAWebenroll.ed.gov).

You can incorporate FAFSA and ISIR correction functionality into your system. This technical reference provides sufficient information for you to build your own software to complement or replace EDEExpress and some Web site functionality provided by ED for sending and receiving FAFSA data. It includes information about record layouts, required edits, print assistance, and reject messages that are applicable for electronic FAFSAs, ISIRs, electronic corrections, and signature records. The record layouts are in the Record Layouts section of this technical reference.

EDconnect software is used for sending and receiving electronic files from the SAIG.

Many EDE participants need specifications for these functions to develop their own software or to develop software bridges between their own systems and EDEExpress.

This guide provides sufficient information for you to build your own software to complement or take the place of the software provided by ED for sending and receiving Free Application for Federal Student Aid (FAFSA) data. It includes information about record layouts, required edits, print assistance, and reject messages that are applicable for electronic FAFSAs, Institutional Student Information Records (ISIRs), electronic corrections, and signature records.

The EDE process is described in this section with additional information in the EDE Processing section. There are numerous references to the use of EDEExpress software, so this guide is a useful reference tool because the processing steps remain essentially the same.

**Note:** The processing steps for your own software remain essentially the same as the EDEExpress processing steps.

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# Electronic FAFSA

Submission of an electronic FAFSA by a school begins with a signed FAFSA completed by the student. The school's FAA or authorized FAA staff can enter the data using the FAA Access to CPS Online Web site or transmit it to the CPS in a formatted ASCII file format. The CPS transmits processed FAFSA records back to the school's destination point as ISIRs in the IDAP06OP message class.

The Record Layouts section includes information on record layouts including the FAFSA Application Export Record Layout (EAPS06IN). Reject codes are found in the Processing Codes section. Procedures for handling rejected FAFSAs are located later in this section and in the EDE Processing section. The Printing section includes details on printing ISIRs.

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## Renewal FAFSA Process

Each year the CPS creates a Renewal FAFSA for each student who is eligible to participate in the renewal application process. The Renewal FAFSA is a tremendous time-saver for students because it carries forward most of the data provided on the prior year's FAFSA. Students only update information that has changed and complete certain income and asset questions.

Since most continuing students are now using the Web to reapply for aid, beginning in 2005-2006 we will automatically send Renewal Reminders to all renewal eligible students instead of sending them paper Renewal FAFSAs. The PIN Mailer and E-mail Renewal Reminders inform students they may use the Web to reapply for aid. If an e-mail address is present for the student, we will attempt to send an e-mail instead of a paper PIN Mailer.

However, if you want to request that some of your students continue to receive paper Renewal FAFSAs instead of Renewal Reminders, you may do so through FAA Access to CPS Online or by sending a request file through the Student Aid Internet Gateway (SAIG).

As in past years, only students who meet certain criteria are eligible to receive paper Renewal FAFSAs. Therefore, if you want to request paper Renewal FAFSAs for selected students for 2005-2006, you can only do so for those students who provided a deliverable mailing address on their 2004-2005 applications and meet *all* of the following categories:

- Did not use the Web to file an application or make a correction in 2004-2005, and
- Did not provide a valid e-mail address on their 2004-2005 FAFSA, and
- Are not fifth-year undergraduates or graduate/professional students in 2004-2005

If we do not have a deliverable mailing address with which to correspond with the student, we will not create a paper Renewal FAFSA. However, if the student provided a valid e-mail address on his or her 2004-2005 FAFSA, we will send a Renewal Reminder in lieu of a paper Renewal FAFSA.

More details about student eligibility to participate in the Renewal Application process are provided in the 2005-2006 *Renewal Application Data (RAD) Process Guide*, which can be found on the Department of Education's Federal Student Aid Download (FSAdownload) Web site located at [fsadownload.ed.gov](http://fsadownload.ed.gov), as well as on the Information for Financial Aid Professionals (IFAP) Web site located at [ifap.ed.gov](http://ifap.ed.gov).

## School Eligibility to Make Paper Renewal FAFSA Requests

If you would like to request paper Renewal FAFSAs for students at your school through FAA Access to CPS Online or through the Student Aid Internet Gateway (SAIG), your school must have completed and filed a SAIG Enrollment Form.

The school's Destination Point Administrator (DPA) can complete, review, or update his or her enrollment information on the U.S. Department of Education's SAIG Enrollment Web site, located at [fsawebenroll.ed.gov](http://fsawebenroll.ed.gov). After selecting "Check Enrollment Status," the DPA is required to enter his or her identifier information (TG number, Social Security Number, and Date of Birth). DPAs can also verify the enrollment information by contacting CPS/SAIG Technical Support at 800/330-5947.

Your school must have an active enrollment status for the Federal School Code you plan to use for your paper Renewal Application request, which means you have correctly indicated the Federal School Code on your SAIG Enrollment Form to perform the following Electronic Data Exchange (EDE) services:

- Submit electronic applications for 2004-2005 or 2005-2006
- Submit electronic corrections for 2004-2005 or 2005-2006
- Have "write" access for doing paper Renewal Application requests through FAA Access to CPS Online (DPAs automatically have these rights)

## What's New for the Renewal FAFSA Process for 2005-2006

Refer to the *RAD Process Guide* for more details regarding what is new for the Renewal FAFSA process and the *Application Processing System Changes Process Guide* for details regarding changes to the paper Renewal FAFSA. You can find the process guides on the Department of Education's Federal Student Aid Download (FSAdownload) Web site located at [fsadownload.ed.gov](http://fsadownload.ed.gov), as well as on the Information for Financial Aid Professionals (IFAP) Web site located at [ifap.ed.gov](http://ifap.ed.gov).

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# Institutional Student Information Record (ISIR)

The CPS generates an ISIR in response to the following input:

- FAFSAs or correction records from your school
- An application or correction submitted using FAA Access to CPS Online
- Electronic FAFSAs and corrections completed by another school (You will receive the resulting ISIR if your Federal School Code is listed on the transaction.)
- Web FAFSAs or corrections using FAFSA on the Web, Renewal FAFSA on the Web, or Corrections on the Web
- Paper FAFSAs or corrections to a Student Aid Report (SAR) if your Federal School Code is listed on the transaction
- A post-screening transaction from the National Student Loan Data System (NSLDS) or the Department of Homeland Security (DHS)
- System-generated transactions

A destination point will receive an ISIR for every school the student has designated on the FAFSA, as long as the school is serviced by that destination point. The CPS also sends ISIRs to state agencies that elect to receive ISIRs for legal residents or for students indicating a school in that state. The Record Layouts section includes details on the ISIR Record layout. The Processing Codes section includes information on comment codes and verifiable rejects and procedures for responding to them.

The Printing section contains specifications for printing the ISIR.

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# Electronic Corrections

Schools can submit corrections to the FAFSA data electronically.

You can find the Correction Record Layout in the Record Layouts section. Submit electronic corrections in the CORR06IN message class.

Information about adding your Federal School Code to receive electronic data, making signature corrections, and using the Correction Record Layout is located in section 2, EDE Processing.

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## Handling Record Level Rejected Records

If the specifications in this technical reference are not followed on a particular record, an EDE Record Level Error Report File that can be printed as an error report will be transmitted to you. (The layout is in the Record Layouts section.)

The EDE Record Level Error Report Import Record Layout contains the student's SSN, the student's name ID, transaction number, last name, first name, the Federal School Code, the SAR field number in error, an edit code, an error code, and a text explanation for the reason the record was rejected. Each field in error is reported. If the record was rejected due to an invalid value, the CPS sends the actual value of the data received from the school. When a record has more than one field in error, the student's SSN is listed more than once in the EDE Record Level Error Import Report. See section 4, Processing Codes, for additional details about rejects. The following is a list of message classes for reporting errors:

CORE06OP	Electronic Correction Errors
EAPR06OP	Electronic Application Rejects
EREP06OP	Paper Renewal Request Errors
SIGA06OP	Signature Record Errors

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# What's New and Changed in the *EDE Technical Reference* for 2005-2006

Listed below are some of the significant changes to the Central Processing System. For a complete listing, refer to the *Application Processing System Changes Process Guide*. You can find this process guide on ED's Federal Student Aid Download (FSAdownload) Web site located at [fsadownload.ed.gov](http://fsadownload.ed.gov), as well as on the Information for Financial Aid Professionals Web (IFAP) site located at [ifap.ed.gov](http://ifap.ed.gov).

- We made the following enhancements to the ISIR request process:
  - A new ISIR Datamart query enables you to request ISIRs resulting from corrections submitted by your schools.
  - You can now make multiple ISIR Datamart requests per day for the 2005-2006 cycle.
  - To better identify which group of ISIRs belongs to the datamart requests you have made, we have added a request title option for each query. This request title will be returned in the resulting ISIR File sent to your school. The title appears as the first detail line in the ISIR File after the SAIG header record. The title will be in positions 1 to 50. Positions 51 to 2600 will be blank.

In addition, to ensure the ISIR data sent from CPS for all ISIR records is consistent for your school's software, we have also incorporated this request title as part of the daily and pushed ISIR Files you receive. For these ISIR Files, the first detail line contains all blanks in positions 1 to 2600. We have listed examples below.

## **ISIRs received as a result of an ISIR Datamart request:**

Line 1: O\*N05 record (SAIG header record)

Line 2: Request title up to 50 bytes of description from the datamart query – could also be blank if nothing supplied for ISIR Datamart query

Line 3: First ISIR record meeting request query

Line 4: Second ISIR record meeting request query

Line 5: O\*N95 record (SAIG trailer record)

### **ISIR received because they are your daily ISIRs or pushed ISIRs:**

Line 1: O\*N05 record (SAIG header record)

Line 2: Blank line

Line 3: First ISIR record sent to your school

Line 4: Second ISIR record sent to your school

Line 5: O\*N95 record (SAIG trailer record)

- We have modified our system to accept corrections to change the record position of a school code when that school code is already listed on the record. For example, in the past if a school's code was in position 4 and the school made a correction to move the school code to position 1 and did not blank out position 4, the correction was not processed. Since our system does not allow the same school to be listed twice on a record, the correction was rejected. We now accept the correction and blank out the duplicate school code.

We now verify that student SSNs do not appear on a master death file listing SSNs associated with deceased persons. The SSA provides the file. We are regularly comparing the records on the CPS database with the records on the master death file. If we find a match, the CPS will resend the student record to SSA for a rematch.

- If no match is found (SSA match flag does not equal 5) during the rematch process, no further action is taken.
- If a second match is found (SSA match flag equals 5) during the rematch process, the CPS system-generates an ISIR and sends it to the schools listed on that ISIR transaction with the new transaction date source/type code "5W." A SAR is not sent to the student.

In addition, the CPS disables PINs associated with individuals found in the file of deceased persons after the rematch process is complete.

- The following edits are being implemented in 2005-2006 processing:
  - Student's/father's earned income is equal to spouse's/mother's earned income. We added a warning edit that is applied to a transaction when the student's earned income equals the spouse's earned income or when the father's/stepfather's earned income equals the mother's/stepmother's earned income. Students who trigger this edit receive a comment on their Student Aid Reports (SARs) asking them to verify and, if necessary, correct the earned income information provided on their FAFSAs.
  - Applicants selected for verification on transaction number 02 or greater. We will set a flag to alert you that the current transaction number is 02 or greater and that the CPS has selected the transaction for verification for the first time. This will help you more easily determine which transactions you must verify.

## Section 3, Records Layout Changes

- We renamed the Type 2 Individual PIN Request Export and PIN Error Import Record Layout to Type 2 Individual Paper Renewal Request Export and Error Import record layout.
- We eliminated the Signature Hold Record File that schools could request.
- On the EDE Record Level Error Report Import record layout, we increased the Invalid Message field length to 45 bytes to accommodate the longest possible error message.

## ISIR Changes

Refer to Section 4, Processing Codes, for the 2005-2006 ISIR Cross-Reference Table, a cumulative list of changes to the ISIR.

Your PC system date or the date you include in your record layout no longer determines the Application Receipt Date and Transaction Receipt Date field contents. Instead, these field dates are determined by the date the record is received at the CPS. The CPS will overwrite the date in your file.

We added the following fields to the ISIR Record Layout:

- Reject Override 3
- Reject Override 12
- Reject Override J
- Reject Override K
- Rejected Status Change Flag
- Verification Selection Change Flag

The following fields had changes to the valid content other than incrementing the years:

- Transaction Data Source/Type Code
- Application Data Source/Type Code
- NSLDS Post-Screening Reason Code
- Electronic Transaction Indicator (ETI) Flag
- Multi School Code Flags

We deleted the System-Generated Indicator field from the ISIR Record Layout.

## Section 4, Processing Code Changes

### Table of Reject Codes and How to Respond to Each

We added five new verifiable rejects: D, E, F, J, and K. A verifiable reject indicates that the information originally provided is questionable but could be correct. The student or school must correct the information or reenter the same value before the CPS can calculate an EFC. Rejects J and K have override codes.

- **Student's SSN matches with the SSA, but there is no name match** – Reject D occurs when the student's SSN is found on the SSA database, but the name does not match. Reject D is a new verifiable reject.

In this case, if the name reported was correct and the name on record at SSA is incorrect, the student or school must reenter the student's name and submit a correction. Although the name may still not match the SSA's information, the CPS suppresses the reject (on the current and future transactions) and calculates an EFC. To avoid problems in subsequent years, the student should take steps to correct the information with SSA.

- **No SSA Match on Name** – We added two new verifiable rejects (one for father/stepfather and one for mother/stepmother). These occur when the name reported for the parent is not found on the SSA database and there is no successful SSA match for the other parent:
  - Reject E – No SSA match on the father's/stepfather's name
  - Reject F – No SSA match on the mother's/stepmother's name

In this case, if the reported value was correct and the name on record at SSA is incorrect, the student or school must reenter the parent's name and submit a correction. Although the name may still not match the SSA's information, the CPS suppresses the reject (on the current and future transactions) and calculates an EFC. To avoid problems in subsequent years or to accommodate other dependent children also applying for Title IV aid, the parent should take steps to correct the information with SSA.

- **Parent SSN contains all zeros and the parents filed a non-foreign income tax return.** We added two new verifiable rejects that have reject override codes. These rejects occur when the SSN reported for the parent contains all zeros and they filed a non-foreign tax return:

- Reject J – The father's/stepfather's SSN contains all zeros and the parents filed a non-foreign income tax return.
- Reject K – The mother's/stepmother's SSN contains all zeros and the parents filed a non-foreign income tax return.

If the parent's SSN actually contains all zeros and the parent did file a non-foreign tax return, the student or school must reenter the parent's SSN and submit a correction. Students and FAAs who initially applied using the Web are prompted to verify that this information is correct. If the data is verified as correct, the appropriate reject override code is set and the CPS suppresses the reject. Schools that send their application data electronically through the SAIG can also set this override code in their application and correction files.

We added one non-verifiable reject (3) and modified one non-verifiable reject (12). A non-verifiable reject indicates that the information originally provided must be corrected before an EFC may be calculated. Rejects 3 and 12 have override codes.

- **Taxes Paid is greater than zero and equal to or greater than Adjusted Gross Income (AGI).** We modified reject 12 to apply to the parents' taxes paid and adjusted gross income and added reject 3 to apply to the student's taxes paid and adjusted gross income. These non-verifiable rejects occur when the taxes paid amount is greater than zero and equal to or greater than the AGI:
  - Reject 3 – Student's taxes paid is greater than zero and equal to or greater than AGI.
  - Reject 12 – Parents' taxes paid is greater than zero and equal to or greater than AGI.

If the student enters these values on the Web, the software will continue to prompt him or her to review and correct the information. If the taxes paid and AGI amounts are correct, the software will prompt the student to reenter the values, but the CPS will not calculate an EFC and the student must see his or her FAA for assistance. In the rare cases where the taxes paid are in fact equal to or greater than the AGI, the FAA can set a reject override code by making a correction using FAA Access to CPS Online or by transmitting electronic application and correction data files through the SAIG. The student cannot set a reject override code.

## Record and Transmission Error Messages

- Deleted the record and transmission error reasons 1, 2, and 8

## NSLDS Loan Program Codes

Four new loan program codes were added for the FFEL Consolidation Loans:

- CH - FFEL Consolidation Health Loans
- CS - FFEL Consolidation Subsidized
- CO - FFEL Consolidation Other Loans
- CU - FFEL Consolidation Unsubsidized

## Message Classes

Message class changes include:

- Changed process year in all message classes from 05 to 06
- Modified the description of the following message classes:
  - RADD06IN – Paper Renewal Requests from PIN Requests
  - EREP06OP – Paper Renewal Request Errors from PIN Request Errors
  - PINR06OP – PIN/Print Data Notification File from RAPP/PIN Print Notification File
  - IGCO06OP – CPS ISIRs – ISIRs generated by institutional corrections
- Added message class:
  - IGSG06OP - CPS Pushed ISIRs – System-Generated
- Deleted message classes:
  - HOLD05OP – Signature Hold File
  - TDCO05OP – Test System – Daily Correction ISIRs
  - IDCO05OP – Daily Electronic Correction ISIRs

- Currently the CPS Pushed ISIR message class includes the following types of transactions:
  - EFC Change flag is set
  - SAR C flag changes between correction and transaction being corrected

**New for 2005-2006!** The CPS Pushed ISIR message class will also include the following types of transactions:

- Records selected for verification
- Previously rejected records that now have an EFC
- Records that previously had an EFC but are now rejected
- System-generated transactions previously included in pushed ISIR Files that are now sent under their own message class, IGCO06OP

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## What's Changed in the Record Layouts Section since the Initial Draft Version (July 2004)

- To better identify which group of ISIRs belongs to the datamart requests you have made, we have added a request title option for each query. This request title will be returned in the resulting ISIR File sent to your school. We updated Section 3 to provide more details about this new process.
- In the July 2004 draft of the Record Layouts section, we noted that the valid content for the Zip Code fields was modified to accept “A to Z when Mailing State code is AB, BC, CN, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT”. After further research into the Canadian address issues we have decided not to change the way the Zip Code field works and have restored the previous valid content for the zip code fields in the following layouts:
  - ISIR Record Description/Data Description, field 11
  - RAPP PIN/Print Notification Layout, field 9
  - FAFSA Application Record Export Layout, field 9
- ISIR Record Description/Data Description
  - The ISIR Record Description/Data Description record layout incorrectly listed message class IDCO06OP as a message class that would include the ISIR records. There is not an IDCO06OP message class for 2005-2006.
  - We deleted the Transaction Data Source/Type Code, field 111, valid values of 3V = Verification Correction, 5C = CPS System-Generated Correction, and 5L = NSLDS Change on Real Time Record. The Verification Correction code was not being used, the 5C code was never set (as a result of system-generated changes), and we have decided not to do NSLDS real-time processing at this time so there is no need for these codes.
  - We updated the description and valid content descriptions for Verification Selection Change Flag, field 147.
  - We changed the Rejected Status Change Flag, field 145, valid content value of “Y = Rejected Status Change Flag has changed” to “Y = Reject Status has changed”.

- FAFSA Application Record Export Layout
  - We added the Canadian province codes to the Permanent Zip Code, field 9, on the FAFSA exclusion “Must be 00000 if Student’s Permanent State is AB, BC, CN, FC, MB, MX, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT.”
- Correction Export Record Layout
  - The last day that the CPS will accept a correction record has changed since we originally released our draft. We changed the end date for the Transaction Receipt Date field from “20060917” to “20060918”.

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## Getting Help

For a complete listing of all FSA sources of assistance, go to the FSAdownload Web site located at [fsadownload.ed.gov](http://fsadownload.ed.gov) to download the *Sources of Assistance for Schools* guide.

### CPS/SAIG Technical Support

If you have questions or concerns regarding this technical reference, contact CPS/SAIG Technical Support. Working hours are 7 a.m. – 7 p.m. (CT), Monday through Friday.

**Toll-free:** 800/330-5947

**Telecommunications Device for the Deaf (TDD/TTY):** 800/511-5806

**Fax:** 319/665-7662

**E-mail:** [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov)

### FSATECH

FSATECH is an e-mail listserv for technical questions about the U.S. Department of Education's FSA systems, software, and mainframe products. For more information about FSATECH, including how to subscribe, visit the FSA Schools Portal: Listservs & Mailing Lists at:

[ed.gov/offices/FSA/services/fsatechsubscribe.html](http://ed.gov/offices/FSA/services/fsatechsubscribe.html)